# Notice of Appearance and Request for Notice

**STEP 1**      Click the Bankruptcy hyperlink on the CM/ECF Main Menu.



**STEP 2**      The BANKRUPTCY EVENTS screen is displayed. Click on the **Other** hyperlink.



**STEP 3**      The CASE NUMBER screen is displayed. Enter case number and verify with hard copy of document. Click on the **[Next]** button to continue.
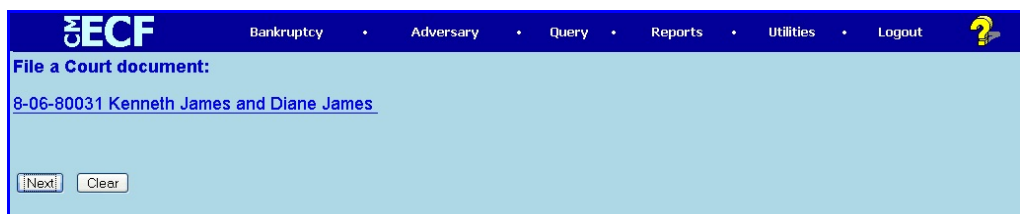


**NOTE:** If you have already accessed a case in this session, the number of the last case accessed will be displayed. Leave this number if it is the correct case for this filing, or enter the correct case number (YY-NNNNN), to include the hyphen.

**STEP 4**    The EVENT SELECTION screen is displayed.   Click to highlight  **Notice of Appearance and Request for Notice** event, then click on the **[Next]** button to continue.



**STEP 5**    Click **"Next"** to move to the next page of entry.



**STEP 6**    Click **"Next"** to move to the next page of entry.  There should be no need to "Select any additional attorney(s)" at this screen.  You are filing the claim as a non-attorney due to the password you have been issued.
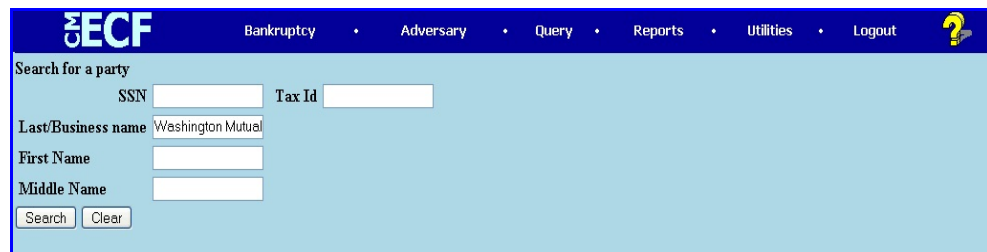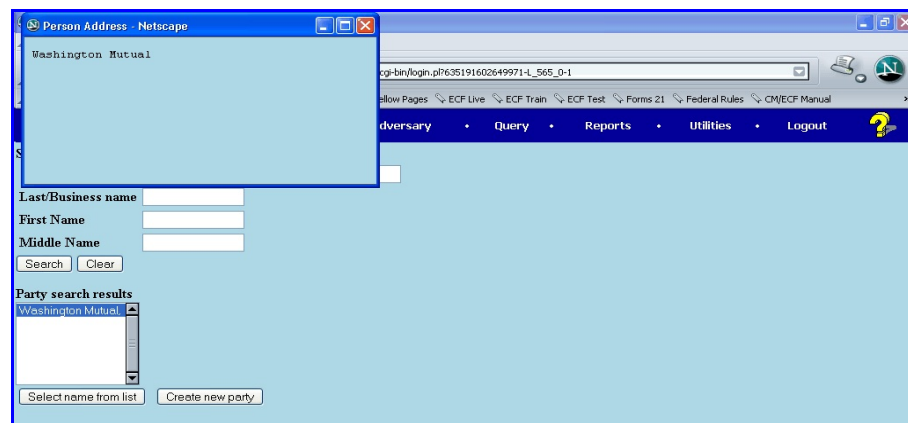
**STEP 7**　　　The PARTY SELECTION screen in this example does not include our filer, **"Washington Mutual".** Click on the **[Add/Create New Party]** hyperlink to add the creditor.



◆　　　Enter the creditor's name in the Last/Business name field and click on the **[Search]** button to continue. You may also enter a first name (if applicable) to perform a more specific search.



◆　　　The *PARTY SEARCH RESULTS* screen is displayed. *If there are matches found in the system*. Your name search may have found your party and may have also found more than one record from our database having the same name. Clicking on each of the names will display a window showing the party's name and address information for verification.

◆ **Select name from list**. It is very important that you change the Role box to reflect that this is a **Creditor**. Then click **"Submit"**



You may then Skip to **STEP 8** to complete your entry.

**If there are no matches found**, the system will return a **No Person Found** message. Proceed to add the creditor party by clicking **[Create New Party]**.



The PARTY INFORMATION screen will appear. **Change the Role** to **Creditor**, and then click on the **[Submit]** button to continue. Please do not add **any** address information on this screen.
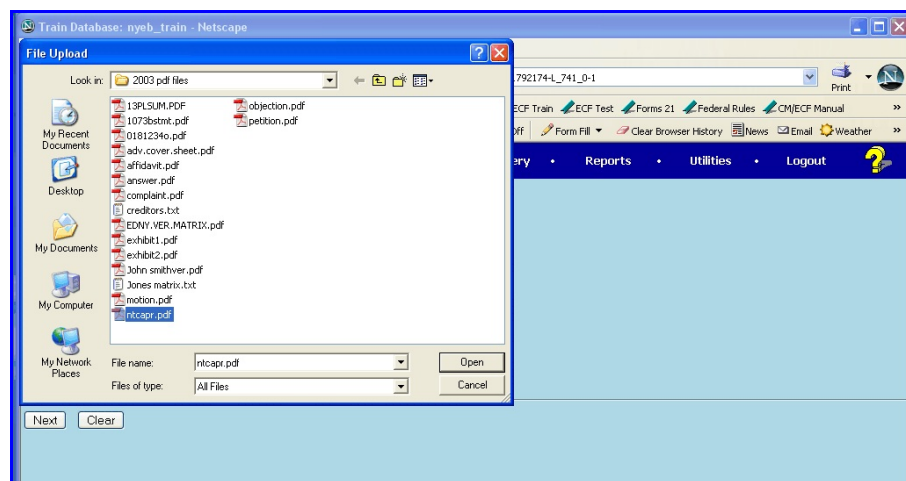
**STEP 8**     You can now choose your creditor from this screen, then click on the
**[Next]** button to continue.



**STEP 9**     The **PDF DOCUMENT** screen is displayed.



◆     Click on the **[Browse]** button, then navigate to the directory where
the appropriate PDF file is located and select it with your mouse.

To make certain you are about to associate the correct PDF file for this entry, right-click on the filename with your mouse and select **Open**.

This will launch the Adobe Acrobat Reader to display the contents of the PDF document. Verify that the document is correct.

Close or minimize the Adobe application after verifying the correct file

♦      Click **Open** on the File Upload dialogue box

Accept the default setting of **No** to the **Attachments to Document** prompt if you have no additional pdf files to attach to this entry.

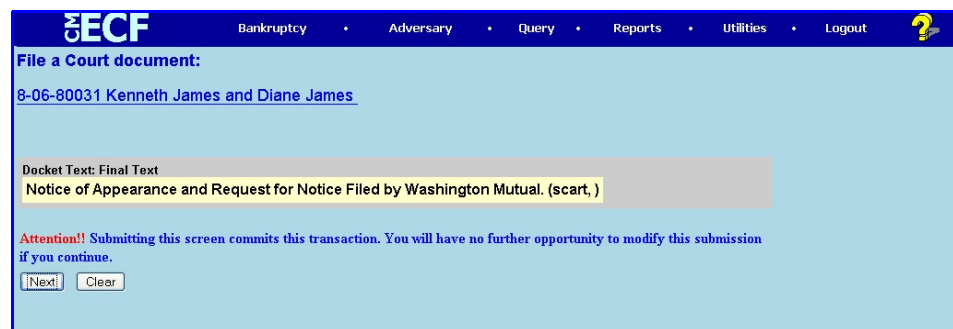◆      Click on the **[Next]** button to continue.



**STEP 10**     Click once again on the **[Next]** button to continue.



**STEP 11**     The **FINAL DOCKET TEXT** screen will be displayed.

Review the docket text carefully.  This is your last opportunity to make any changes before this entry becomes an official part of the case docket.

◆ If the information displayed is correct, click **[Next]** to continue.

The **NOTICE OF ELECTRONIC FILING** screen is displayed.



◆ Clicking on the case number hyperlink on the Notice of Electronic Filing  will present the docket report for this case. (via PACER)

◆ Clicking on the document number hyperlink will display the PDF image of the document just filed. (via PACER)

◆ To print a copy of this electronic receipt click the browser **[Print]** icon.

◆ To save a copy of this electronic receipt, click **[File]** on the browser menu bar and select **Save Frame As**.

## Features of the CM/ECF Notice of Electronic Filing:

◆ Hyperlink to docket sheet

◆ Date and time stamp information

◆ Case title

◆ Docket text

- Text produced from docket event

- Annotated text in italics

- Attachment type, description and attachment number, which is a hyperlink to the PDF file of the attached document.

◆ **Associated PDF documents:**

- Document description: Defaults to the Main Document being filed.

- Original filename: The full directory path and filename from firm or court's PC or network.

- Electronic document stamp: Unique identifying name of the document being filed for security purposes. Key file of the court used for encryption.

- Document description: The first document entered on the attachment screen (if any).

- Original filename: The full directory path and filename from the firm or court's PC or network.

- Electronic document stamp: Unique identifying name of the attachment for security purposes. Key file of the court used for encryption.

◆ **Notice will be electronically mailed to:**

Any party on the case who has registered their e-mail address with the court will be listed here with their current e-mail address, not their street address.

◆ **Notice will not be electronically mailed to:**

Name and traditional mailing address of other parties on the case who have not furnished their e-mail address with the court.